

## THIRD- PARTY BILLING

If an approved company or organization will be responsible for paying all or a part of a student's tuition and fees, this is called a Third Party Billing arrangement. The Georgia Institute of Technology requires a "Billing Authorization" from the company or organization in order to set up a Third Party Contract. Listed below is the complete set of steps that are required in order set up an approved third party billing arrangement.

1. The company is responsible for submitting an authorization or voucher on the company's letterhead to the Bursar's Office. It must be signed by an official authorized to obligate payment by the organization. Authorizations should be received before the fee payment deadline each semester, to view deadlines visit <https://oscar.gatech.edu>. Include the name of the contact person, billing address, email address and telephone number. Send authorization to:

Georgia Tech  
Bursar's Office  
Lyman Hall Building, Room 111  
225 North Avenue  
Atlanta, Georgia 30332-0255

2. The authorization must include the type of fees and charges the company will be responsible for paying, such as Tuition, Mandatory Fees, Housing, Parking and Health Insurance. Contact Barnes & Nobles (404)894-2515 or Engineer's Bookstore (404)221-1669 to inquire about direct billing for books and supplies.
3. Each authorization will be valid for one semester unless otherwise specified. The authorization must include the student's name and Georgia Tech Identification Number.
4. The student account will be noted with the pending amount upon receipt of contract. Each Sponsor will receive a detailed invoice requesting payment for the student. Payment is due in full not contingent upon grades or completion of courses.

5. Contact Shuntina Haymer at (404)894-4619 or [shuntina.haymer@business.gatech.edu](mailto:shuntina.haymer@business.gatech.edu) with questions regarding Third Party Payments.

## Pre-Paid Tuition Plans

A Pre-Paid Tuition Plan is an account where the Parent has deposited funds into up until the student graduates from high school in each state. Georgia Institute of Technology accepts Pre-Paid Tuition Plans from any state. The Parent will request the billing authorization from each state to be sent directly to the institution for the student. An authorization is due each Fall Semester before the published fee deadline for all new students. To verify the deadline for each semester visit <https://oscar.gatech.edu>. Receiving authorizations from each state for a Pre-Paid Plan is a one time quick and easy process. Each authorization will indicate the type of charge allowed each semester. The plan is used until the account is depleted. The following states have restrictions on which charges each plan will cover:

Florida offers two plans Restricted and Unrestricted Tuition and Dorm. Restricted Tuition and Dorm will pay for a certain amount of hours each term and housing only. Unrestricted Tuition and Dorm – the amount paid by the plan is determined by the request of the Parent for each semester. In August an increase is typically issued for Florida Plan students, which increases the amount available to use each semester.

Plans in other states Alabama, Kentucky, Maryland, Mississippi, South Carolina and Texas will cover Tuition and Mandatory Fee charges only.

Contact Shuntina Haymer (404)894-4619 or [shuntina.haymer@business.gatech.edu](mailto:shuntina.haymer@business.gatech.edu) with questions regarding Pre-Paid Plans.

## ROTC

Georgia Institute of Technology has three ROTC divisions: Army, Air Force and Navy. Each semester ROTC will cover charges for Tuition and Mandatory Fees only for each qualified cadet. A ROTC cadet that is eligible can receive either Hope or ROTC. The cadet, per ROTC requirements, is not allowed to receive both funds. ROTC representatives are:

Sgt. Bradley	(404) 894-7387	Air Force
Geneva Ortner	(404) 894-4760	Army
Lynda Cross	(404) 894-4772	Navy